

REQUEST FOR ADVANCE PAYMENT - 2010

TO: New Hampshire Department of Education
Division of Program Support
Bureau of Nutrition Programs and Services
101 Pleasant Street
Concord NH 03301-3860

FROM: _____
(Sponsor's Name)

(Sponsor's Address) (Phone)

SUBJECT: Request for advance payment for Summer Food Service Program

The above named sponsor hereby requests payment for:

☐ Operating Advance ☐ Administrative Advance ☐ Both

For the month of: ☐ June ☐ July for the following food service site(s):

| Name of Site(s) | | Residential Camp/Day Camp Site for Needy Children | Operating Days This Month |
|-----------------|--|--|------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

| Type of Meals To be served (check) | | Estimated # of eligible children Served daily |
|---------------------------------------|--|--|
| Breakfast | | |
| AM Supplement | | |
| Lunch | | |
| PM Supplement | | |
| Supper | | |

I certify that the information on this request for advance payment form is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

(Signature of Authorized Representative)

(Date)

ADVANCE PAYMENT
FOR THE SUMMER FOOD SERVICE PROGRAM (SFSP) FOR CHILDREN

INSTRUCTIONS

The New Hampshire Department of Education will make advance payments for operating and administrative costs by July 15th and August 15th. **REQUESTS MUST BE RECEIVED AT LEAST 30 DAYS PRIOR TO THESE DATES.** Requests received less than 30 days prior to these days shall be acted upon within 30 days of receipt. A sponsor shall not receive any advance payment for any month in which it will participate in the SFSP for less than ten (10) days.

To be eligible for the second advance payment, the sponsor must have conducted training sessions covering program duties and responsibilities for its own personnel.

ADVANCE PAYMENT FOR OPERATING COSTS

Each month's advance payment for operating costs shall be the greater of:

1. The total operating cost paid to the sponsor for the same calendar month in the preceding year or
2. 50 percent (50%) of the amount determined by the State Agency to be needed that month for meals to sponsors contracting with a food service company or
3. 65 percent (65%) of the amount determined by the State Agency to be needed that month for meals to sponsors preparing their own meals.

ADVANCE PAYMENT FOR ADMINISTRATIVE COSTS

Each advance payment shall equal one-third (1/3) of the total amount which the State Agency determines the sponsor will need to administer its program. The second month's advance for administrative costs will not be made unless the sponsor certifies that it is operating the number of sites for which the budget was approved and that its projected administrative costs do not differ significantly from the approved budget.

Sponsors, who operate for ten or more days **in one month only**, will qualify for only one advance administrative payment. This shall be no less than one-half (1/2) and no more than two-thirds (2/3) of the total amount which the State Agency determines necessary for program administration.

A separate request for each month must be received by the State Agency by June 15th (for July advance payment) and July 15th (for August advance payment). All data requested on the request for advance payment form must be provided.